

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

August 10, 1953  
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COMMISSION LETTER NO. 53-136

TO ALL EMPLOYEES

SUBJECT: Policy on reducing annual leave balances which exceed 30 days as of the end of the leave year.

1. Public Law 102, 83rd Congress, approved July 2, 1953, reduces the maximum accumulation of annual leave to 30 days (45 days for employees stationed outside the continental United States).
2. The law requires agency heads to take measures that will wipe out, within a reasonable number of years, leave of employees in excess of the amounts allowed. For almost all Commission employees the amount is 30 days.
3. Within the Commission, employees who have an accumulation of annual leave in excess of 30 days at the end of leave-year 1953 will be required to use six additional days of leave a year, starting with the leave year which begins January 3, 1954. This additional six-days leave a year will reduce even the largest balance of accumulated leave (90 days) to 30 days over a 10-year period. For employees with a lesser accumulation, the period of years over which the excess leave balance will be wiped out will of course be shorter. For example, an employee with a 60-day accumulation of leave as of the close of the leave year (January 2, 1954) will be required to wipe out the excess, namely 30 days, in five years (at the rate of six days a year).
4. The policy of granting employees with excess leave six additional days leave a year will bring the total annual grant of leave to 32 days for employees who regularly earn 26 days a year, and to 26 days for employees who regularly earn 20 days a year.
5. Supervisors who are authorized to grant leave are responsible for seeing that this policy is complied with. The leave should be granted, whenever possible, when the employee wishes to take it. But if the employee fails to apply for the leave, he may be placed on leave administratively at any time to meet the requirements of the law and of this policy.

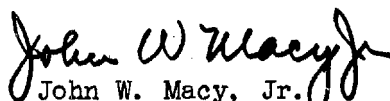
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6. No definite amount of reduction of leave is required for the remainder of 1953. However, supervisors should grant as much leave as possible whenever it will reduce the excess accumulated leave and will not impair the operations of the office. The additional six days leave required starting with leave-year 1954 is a minimum requirement. Supervisors are encouraged to grant more leave in order to reduce the accumulation to the legal limit of 30 days, whenever this can be done without adversely affecting the work of the office. A liberal policy should be followed in approving requests for extended vacations which will use up excess accumulated leave. If more than six days additional leave is granted in any year, an exception may be made by reducing the minimum requirement of six days leave for another year. For example, if an employee used 12 extra days leave in the 1954 leave year, he might not be required to use an additional six days in 1955, provided the supervisor authorized to grant leave considers the exception justified. Such cases are to be reported as exceptions to policy.

7. Effective September 1, 1953, employees who are separated and who have 30 days or less of leave to their credit will be entitled to a lump sum payment representing the leave to their credit. Employees with more than 30 days leave to their credit may be paid for the leave which was to their credit at the beginning of the leave year, or 30 days, whichever is greater. All of the current year's leave must be used prior to separation or forfeited. The law also excludes the unused current year's leave from lump sum payments due beneficiaries of deceased employees. Supervisors may grant as much leave as is consistent with effective operations before September 1, 1953, in order to reduce the possibility of loss of leave in the event of death, resignation or other separation.

8. The new law requires a report to the Congress on the progress made by each agency in wiping out excess leave over a reasonable period of years. To enable the Commission to make its report, it will be necessary to have a certification from each central office division chief, head of a staff office, and regional director each year. The certificate will show that each employee with an excess of accumulated leave over 30 days has been granted at least six additional days, plus his current leave during the year. Reasons for any exceptions must be given. There may be occasions when the work requires that the taking of six additional days of leave a year be deferred. If this is the case, the official making the certification shall state in writing the reasons which prevented the granting of the leave and how the excess not granted will be absorbed in the following year. The first report for the leave year beginning January 3, 1954 is due February 1, 1955.

9. The B6 chapter of the Organization and Policy Manual is being revised to reflect changes made by the amendments to the leave law.

  
John W. Macy, Jr.  
Executive Director